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NPIC/D-84-70
18 MAR 1970

MEMORANDUM FOR: Group and Staff Chiefs, NPIC

SUBJECT : Equal Employment Opportunity Program

1. HR 20-4 sets forth CIA policy to provide equal employment opportunity for all qualified personnel without discrimination based on race, creed, color, national origin, sex, marital status, political affiliation or physical handicap. The Center has given its complete support to this program in the past and I believe that we have had considerable success. There remains a great deal that can still be done, however, and, as we move into the 1970's, I would like to see our efforts in this direction increased, new development programs initiated, and significant results obtained.

2. Such a program concerns more than hiring practices. It also means that every effort must be made to enhance the qualifications of all NPIC employees in order that they may develop professionally and in order that employees' skills are utilized to the fullest extent. It means, too, the cooperation of supervisors and employees alike in their participation in the Equal Employment Opportunity Program.

3. I request that every effort be made by you to insure the application of the Equal Employment Opportunity Program within your Group. To assist you in familiarizing your supervisory personnel with the Agency and U.S. Government policy in this matter, several copies of a booklet entitled "Toward Equal Opportunity in Federal Employment" are attached. I urge that every supervisor read and follow the precepts of this policy statement in their day-to-day personnel management.

STAT

[redacted]

ARTHUR C. LUNDAHL
Director, NPIC

Attachments:
a/s

Distribution:
Original - NPIC/PPBS
1 - NPIC/TSSG
1 - NPIC/IEG
1 - NPIC/PSG
1 - NPIC/TSSG/SSD/PB
2 - NPIC/OD/IR

Declass Review by NIMA/DOD

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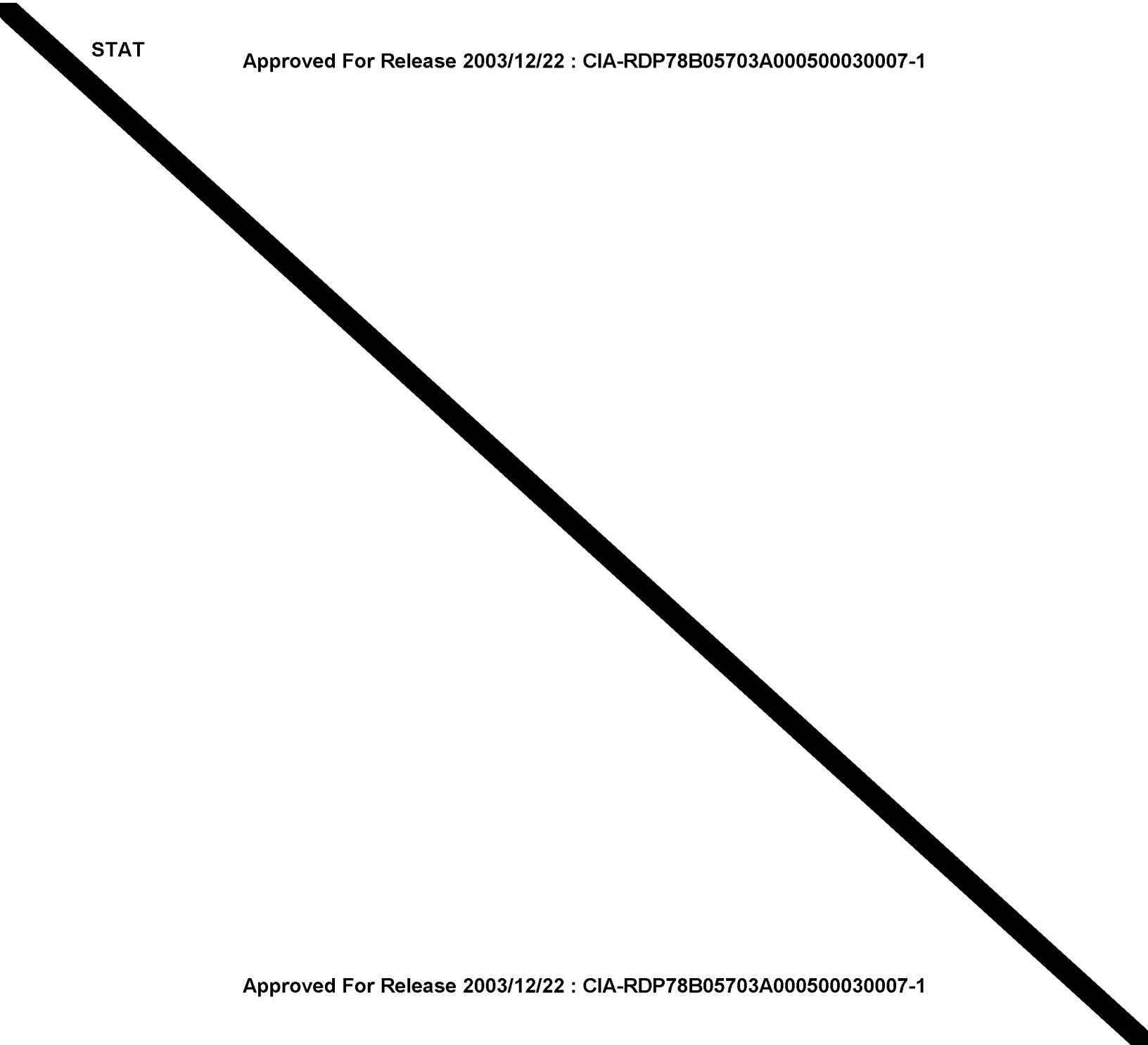

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"Director's Opportunity Panel"

- Prepare Notice to all Center employees, for Dir's signature.
  - Announcing the Panel.
  - Describing the first program.
  -
- Chairman? Mode of operating?
- Name of Panel?
- STAT [redacted]
- Initial focus on program along lines of Lou's suggestions.
- Expect development of other practical programs.
- Number of panel members?
- Note to supervisors.
- Rotation of panel members?
- Meet with me & me with you
  - notice of [redacted] meetings.

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(1)

23 Nov '70

Ch, IEG
Ch, PSG
Ch, TSG

cc. SS
8013

- I have asked the following persons to serve on a special panel which is to be established by Director, NPIC for the purpose of developing, guiding and monitoring opportunity training and career development programs for individual Center employees:

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- Each of these persons understands that the panel work will be in addition to his or her regular duties. I should appreciate, however, you and the other supervisors relevant to each of these persons [illegible] reasonable arrangements

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(2)

to enable them to perform their panel duties which will be important to the Center as a whole.

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4. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROCEDURES

a. GENERAL. It shall be the policy of the Central Intelligence Agency to provide equal employment opportunity for all qualified persons without discrimination based on race, creed, color, national origin, sex, marital status, political affiliation, or physical handicap, and to promote the full realization of equal employment opportunity through a positive continuing program. In administering this policy, the Agency shall comply with the provisions of Executive Order 11246, dated 24 September 1965, with due regard to the statutory responsibilities of the Director of Central Intelligence prescribed in the National Security Act of 1947, as amended, and the Central Intelligence Act of 1949, as amended.

(1) A qualified person is one who possesses the special requisites for Agency employment and is ready, willing, and able to comply with the specific or unique requirements of the Career Service to which he or she is or may be assigned.

(2) A positive continuing program goes beyond nondiscrimination and ensures that an environment exists within the Agency which encourages the development and utilization of all qualified persons.

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